

## Email Sent to Applicant

**From:** escertification@energystar.gov  
**Sent:** 2016-01-06T10:27:01.000-05:00  
**To:** bcooke@bostonproperties.com,  
**CC:** chris@greenengineer.com,  
**Subject:** ENERGY STAR Application for Atlantic Wharf (ID: 2987731)

Dear Barrett Cooke,

Thank you for applying for the ENERGY STAR for Atlantic Wharf (ID: 2987731). It appears as though an error occurred during the submission process, however, and we are unfortunately unable to view your signed and stamped PDF application.

Please re-scan and re-save your application as a PDF, then re-attempt submission by following the steps below:

1. **Access Your Application:** Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application once manual edits are completed.
2. **Submit Application:** In the Your Application Process widget on the right side of the screen, select Submit Application (all other steps should already be marked completed with green check marks). Enter the application tracking number (the same as the previous application) and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Your application will expire if no resubmission is received by February 5.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team

**1/7/16**

Thank you for letting me know so quickly.

I'm not sure why the initial attached application did not go through, it was under 5MB and a pdf. However, it was in color, so when I re-submitted I did so as a black and white pdf file.

Please let me know if there are any further issues.

Thanks,

Barrett

1/7/16

Dear Barrett,

Thank you for following up. We are still having trouble accessing your PDF application. Please re-scan and re-save the file once more, then re-attempt submission. We would advise using a different browser this time, in case the reason for the error is browser-specific. If the resubmission is again unsuccessful, we will escalate the issue to our technical team.

We apologize for the inconvenience and thank you for your patience and cooperation.

Thank you,

ENERGY STAR Certification Review Team

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#### Email Sent to Applicant

**From:** escertification@energystar.gov  
**Sent:** 2016-01-12T08:18:05.000-05:00  
**To:** bcooke@bostonproperties.com,  
**CC:** chris@greenengineer.com,  
**Subject:** ENERGY STAR Application for Atlantic Wharf (ID: 2987731)

Dear Barrett Cooke,

Thank you for resubmitting your application and applying for the ENERGY STAR for Atlantic Wharf (ID: 2987731). **We have reviewed your application and have determined that a revised application will be required for the following reason:**

Your application has inconsistent gross floor area updates in individual spaces, which is affecting the time-weighted total gross floor area for the building. This gross floor area value is used to calculate the ENERGY STAR score, so it is important that the update histories for individual spaces' gross floor areas are accurate and internally consistent. For example, if one space decreases by 5,000 square feet as of June 1st, another space (or combination of spaces) must increase by 5,000 square feet as of the same date. This ensures that the use total gross floor area of the building remains constant throughout the year.

The following spaces in your application show inconsistent gross floor area changes (refer to the tables on the indicated pages of your submitted PDF):

- Page 3: The "Office" space decreases by (b) (4) square feet as of 12/31/2014, with no corresponding increase at any other space on the property as of the same date.

This inconsistent change results in a fluctuating gross floor over the 12-month period included on the application.

Please access the Details tab for this property and use the "I want to..." drop-down menu next to the relevant spaces to select "View Update History." Make the appropriate edits so that any increases in gross floor area in one space have a corresponding decrease (of the same amount, as of the same date) in another space, or combination of spaces.

Please let us know if you have any questions about how to make these changes so that the gross floor area values for spaces in this building are accurate and internally consistent.

**However, before we provide instructions for submitting a revised application, we also had the following question for you:**

The same "Office" space has been benchmarked with more workers on the main shift than computers:

- For the timeframe 12/01/2014-01/31/2015: (b) (4) workers, but only (b) (4) computers

This is unusual for an office space, as each worker typically has at least one computer. Please provide an explanation for why this space has more main shift workers than computers. Are multiple shifts of workers being included in this count?

**Upon receipt of your answer to this question, we will send instructions to submit a revised application.**

Your application will expire if no response is received by February 11.

Thank you and we look forward to your response,

ENERGY STAR Certification Review Team

**1/12/16**

Hi,

Regarding your 2nd question, the count of computers should match the number of workers which is (b) (4). My apologies, that was an oversight on my part, and I have just updated the computer count to reflect such.

Regarding your 1st question, and the (b) (4) square feet. This was a unique situation. We ended up leasing space to (b) (4) (b) (4) within one of our mechanical room areas. Essentially (b) (4) (b) (4) (b) (4). We added this (b) (4) sf as data space at the same time and therefore reduced the office space. Since mechanical areas are inclusive of the gross square footage area, this kept our total sf whole.

I think what may have further complicated this, was that for some reason I think our base score would not show any more after this change. One of our regional engineers figured out or thought this was related to the timing of our adding the (b) (4) space. Therefore we changed/increased its space history, albeit at (b) (4) (b) (4) before it was physically built and running. You can see this on the meter history.

Does this make sense?

If easier to discuss, please feel free to call me.

Please let me know what I need to do as next steps.

Thanks,

Barrett

1/13/16

Dear Barrett Cooke,

Thank you for your response. Based on your response, we have determined that a revised application will be required to rectify the number of computers as well as the gross floor area inconsistency (instructions below).

Your application has been reset to allow you to make the necessary edits to your property, then regenerate and resubmit through Portfolio Manager.

First, click on the property name in MyPortfolio and make the following edits to your property:

1. Go to the "Details" tab on Portfolio Manager, and for the "Office" space, click on the "I want to..." drop-down menu, and click on "Correct Mistakes"
  - a. Rectify the computers count and click on "Save Corrections"
2. Then, go to the "Details" tab again, and for the "(b) (4)" "(b) (4)" space, click on the "I want to..." drop-down menu
  - a. Click on "Update with New Information"
  - b. Under the "Updated Value" columns, fill in "(b) (4)" for Gross Floor Area, "(b) (4)" for "(b) (4)", and "None of the Above" for both "(b) (4)" and "(b) (4)"
  - c. Under the "Current As Of" column, fill in "12/31/2014" for all the rows. Click on "Save Update"
  - d. Go back to the "Details" tab, and for the same "(b) (4)" space, click on the "I want to..." drop-down menu and click on "Correct Mistakes"
  - e. Under the Gross Floor Area section, for the row "01/01/2010 (through) 12/31/2014" change the gross floor area from "(b) (4)" to "(b) (4)". Click on "Save Corrections"
  - f. This way, the "(b) (4)" space shows a corresponding increase in the gfa, as has decreased from the main office space.

Once all necessary changes have been made, please follow these steps to generate and submit a revised application.

1. Access the Application: Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application when edits are completed.
2. Edit/Confirm Previous Application Information: Go through the first four steps in the Your Application Process widget (About Your Property, Contact Information, Award Information, and Eligibility Details). Edit any information that needs to be revised, or confirm previous content. Click Save for Signatures.
3. Generate for Signatures: On the Generate for Signatures page, select Generate New Application for Download. Save the new download to your computer and click Continue. Confirm information on the Site Visit page and click Continue. This will direct you to the Submit Application page.
4. Complete the Application and Obtain Signatures: Fill out the check boxes in the new download. Have the LP re-stamp and re-sign the application, and have the signatory re-sign the application.
5. Submit Application: On the Submit Application page, enter the new application tracking number and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Your application will expire if no resubmission is received by February 12.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team

**1/14/16**

I was able to make the correction and now this error message has gone away.

Thanks again for walking me through all of this.

I will gather the revised application for signatures and resubmit.

Barrett Cooke